

Professional and Managerial Branch
Para- Professional Engineering and Planning Group
Community Development Series

ACCESSIBILITY AND ADA COORDINATOR

12/00(REB)

Summary

Under direction, supervise and participate in implementation, monitoring and compliance coordination with the Americans with Disabilities Act, State accessibility legislation, and City accessibility ordinances.

Typical Duties

Promote compliance with municipal, state, and federal building codes and regulations dealing with accessibility for persons with disabilities. Involves: maintaining liaison with, interpreting and explaining applicable codes for and providing technical assistance on accessibility of buildings, facilities and services to governmental or community organizations and businesses to bring facilities and services into compliance with accessibility requirements; attending and participating in meetings with Accessibility Advisory Committee, Fair Housing Task Force and other related committees developing and implementing community outreach, public awareness programs, seminars and workshops on issues of concern to persons with disabilities.

Advise City departments on matters regarding compliance with accessibility codes and requirements. Involves: examining blue prints and specifications; conducting construction and facility site visits to assess compliance and suggest improvements; preparing written reports, letters and memoranda regarding accessibility compliance or to provide technical assistance; assisting in the revision and maintenance of City Transitional Plan; make recommendations to City departments regarding matters of accessibility compliance; advising Mayor, City Council and City departments on issues of concern to disabled persons.

Supervise assigned personnel. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance: enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants and recommending selections for hire.

Perform related incidental duties contributing to the realization of unit or team objectives as required. Includes: substituting for supervisor, coworkers or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded supervisory or non-supervisory personnel as instructed. explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under general supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, the Social Sciences, or a related field plus two (2) years of experience preparing, interpreting or administering regulations pertaining to accessibility, code compliance and construction design; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: federal, state and municipal accessibility and non-discriminatory regulations regarding disabled persons. Considerable knowledge of: concerns and needs of persons with physical or mental disabilities; local agencies, organizations and services available for disabled persons. Good knowledge of: principles and practices of the building construction trade; building codes regarding architectural accessibility.

Ability to: identify accessibility problems for persons with disabilities in building structures and services and recommend corrective action; educate others about the needs of persons with disabilities; read and interpret blue prints and building code requirements regarding accessibility; coordinate work with City officials, employees and contractors; establish and maintain effective working relationships with public officials, fellow employees, the general public; express oneself clearly and concisely both orally and in writing; maintain records and prepare reports; set priorities, meet deadlines and complete multiple and competing tasks simultaneously.

Skill in safe operation and care of: personal computers or network workstations; generic business productivity software comparable to that installed; common office equipment; equipment used in determining accessibility compliance, such as digital levels or tape measures.

Physical Effort and Work Environment: Mobility within office and project field environments.

Director of Personnel

Department Head

OFFICIAL